

Craig W. Botnen

E-mail: craigbotnen@gmail.com § Phone: 4062189752
3216 rimrock rd, Billings

WORK EXPERIENCE

Alternatives, Inc

April 2011 — Present

Training Supervisor

- Provide training on agency policies to new employees.
- Develop training curriculum
- Train staff members in First Aid/ CPR, and Non Violent Crisis Intervention.
- Conduct training on mandatory topics once per month.
- Manage budget for training department.
- Develop annual training plan
- Create and grade tests for employee advancement.
- Supervise staff training requirements

Rocky Mountain College

January 2013 — Present

Adjunct Professor

- Develop curriculum
- Evaluate student performance.
- create assessment tools
- lecture weekly.

Alternatives, Inc.

December 2008 — April 2011

Case Manager

- Coordinate services for offenders re-entering the community.
- Develop individual program plans for offenders.
- Monitor offender progress through various treatment programs.
- Supervised case load of 20 adult felony offenders.

2012 Employee of the year.

Lindenwood University

August 2007 — June 2008

Graduate Assistant

- Taught college physical activity classes.
- Created and graded tests.
- Student grading and evaluation.

- Coached defensive line for football team.
- Served as video coordinator for football team.
-
- Monitored and supervised
- weekly study hall sessions.

REFERENCES

References Provided on additional page.